# City of Desert Hot Springs

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**City Manager Memo**
**February 24, 2011**

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## Administrative Services Department

**Administration**

- **Health & Wellness Center** - Authorization forms were filed with HUD allowing staff to drawdown federal grant monies through the Community Development Block Grant (CDBG) and the Economic Development Initiative (EDI) Grant for the Health and Wellness Center Project drawdowns of Federal funds awarded.
- **Transient Occupancy Tax (TOT) Audits** – Issued two additional audit reports this past week seeking approximately $39,000 in underreported TOT.

## Economic Development Department

**Planning**

- **CVMSHCP** – Attended 02/10/11 meeting, along with CVAG, CDF&G, USF&WS and the consultant, to discuss the status of the Plan. The Federal Register for the Notice of Intent to certify an EIR will be posted on 02/28/11. The Initial Study will be released for a 30-day public review on 02/21/11. A revised project schedule can be found in the Planning Department.
- **West Desert Hot Springs Master Drainage Plan** – The consultant has tentatively scheduled a meeting with the Policy Committee for 02/28/11 at 10:00 a.m. at City Hall to review the various Plan alternatives and how they were ranked in comparison to the Plan objectives. In addition, the consultant will present a "recommended" alternative and solicit input from the Committee. An update will be provided to the City Manager on the "recommended" alternative and the next steps in the process for transmission to the city Council.
- **Village at Mission Lakes** – Work continues at the site. On 02/24/11, the Building Inspector issued a stop work order. No work will be allowed to continue until the Development Impact Fees are paid in full.
- **Special Event Permits**
  1. First Community Baptist Church – Health Fair at 66272 First Street on 02/26/11 from 9:00 a.m. to 4:00 p.m.
  2. Iglesia De Dios De La Profecía – Outdoor Service at Wardman Park on 03/27/11 from 12:00 p.m. to 6:00 p.m.
  3. Riverside County Waste Management - Household Hazardous Waste Collection Event at CDF Fire Station #37 (65958 Pierson Blvd.) on 03/12/11 from 9:00 a.m. to 2:00 p.m.
- **Parks Master Plan** - Meeting with the Desert Recreation District (DRD) on 03/01/11 to review the final draft. Originally, this was to be submitted to the City Council in February. However, with the departure of DRD's General Manager, the Interim Director has taken over the responsibilities of the Parks Master Plan. It is anticipated that the Plan will be presented to the City Council on 03/15/11.

- **Annexation 29** - The applicant submitted a revised application package on 02/07/11. The annexation encompasses 624 acres, primarily situated on the east and west sides of Mountain View Road, extending north from the intersection of Dillon Road. It proposes various residential, commercial and industrial land uses. Staff found inconsistencies when reviewing the application submittal and met with the applicant and consultant on 02/23/11 to request revisions to documents before proceeding with processing of the application. It is anticipated that the application will be re-submitted in two weeks.

**Engineering**

- **Essential Road Improvements Phase I** – Received reimbursement payment from Caltrans for Invoice 4A in the amount of $30,482. Final reimbursement of approximately $430,000 is being reviewed by Caltrans Headquarters for approval. Local Assistance in San Bernardino is expected to coordinate with Caltrans on 02/25/11 and send status update to us by next week.
- **San Andreas et. al.** - Prepared project bid items for pulverizing existing pavement and placing asphalt concrete overlay. Informal bids secured and Tri-Star began construction 02/23/11.
- **Verbena Channel and Basin** - Met with the Riverside County Flood Control District to discuss an action plan to acquire the property for the Basin at the northeast corner of Camino Campanero and Verbena Drive. Assembled and sent development information to the County regarding Vesting Tentative Map No. 34522.
- **Brisas De Paz, CVHC** - Improvement plans have been approved. Currently reviewing engineer's changes to the road easement description. Expecting to go out to bid mid March 2011.
- **Western Ave. & Scenic Dr.** –Environmental survey began on 02/21/11 and should be completed by the end of the week. Property owners have begun contacting the City to learn more about the process.
- **Safe Routes 2 Schools (Cycle 8, Cycle 9, Cycle 2)** – Response to engineering design RFP due on 02/28/11. Hacienda/Verbena crossing improvements will be added to the design engineering services. Preparing schedule of project implementation of all three cycles.
- **Camino Campanero Traffic Signal** – Required right-of-way document from Edison is being sent to us today. Once received, staff will contact the property owner to seek land donation.
- **Community Health and Wellness Center** - Sent plot of easement necessary for south side of entrance roadway to Wessman Development and are awaiting a response.
- **Cactus Dr.** – Located old project plans and completed engineering construction estimate. Worked with grantsperson on quantities for the CalRecycle Rubberized Asphalt Concrete Grant. Awaiting further notice on how to proceed.
- **Subdivision Improvements** – Skyborne will execute final lift of streets up to last completed home in Villages 1 & 2, per their agreement with staff. The developer will combine the work as a part of their grading effort in Village 3, using the same contractor to perform the street work in Villages 1 & 2. They expect to commence the final lifts in approximately 90 days. A letter confirming their agreement was received last month. In addition, letters were sent to developers of Hidden Springs, Agua Dulce and Tuscan Hills requesting that improvements be completed. Also reviewing other subdivisions that may require similar letters.

- **Mission Springs Water District (MSWD)** - Met with MSWD representatives on 02/24/11 to discuss Memorandum of Understanding and projects of mutual concern.

**Public Works - Operations & Maintenance**

- Set out barricades in preparation for flooding from weekend storm.
- Repaired landscape area in downtown.
- Cleaned mud and debris from roadways following storm.
- Repaired chain link fence around the Boys & Girls Club pool equipment room.
- Cleaned storm grates along Pierson Blvd. and Mission Lakes Blvd.
- Cleaned Indian Ave. wash at water entry and exit points.
- Performed weed abatement at Rancho Del Oro.
- Completed work orders for City Hall.
- Made repairs to RDA-owned studio apartment.
- Filled potholes along Ironwood, 8th St., Cactus, Indian Ave, Little Morongo and Dillon.
- Removed trash dumped along Via Loreto and Little Morongo.
- Repaired street signs damaged by high winds.
- Completed removal of the City entry sign, as new City limit signs were ordered for placement.
- Repaired irrigation system at Cabot's Museum and in City medians.
- Fabricated and installed electrical cover plates for vandalized park light poles.
- Removed shopping carts from City right-of-way and illegal signs from street signs.
- Repaired vandalized Doggie Station at Coyote Park.
- Continued prepping Little League field.

**Redevelopment**

**Capital Projects**

- **Community Health and Wellness Center** - Evaluating bid submittals and will submit to City Council on 0 3/15/11.
- **Enterprise Zone Application –** Received the 2010 EZ Scoring Matrix from Sacramento on 02/24/11. Will teleconference with consultant next week to review application strengths and weaknesses, as compared to awarded cities. Staff will meet and review comments with City Manager upon completion of evaluation.
- **Miracle Hill Plan** – Unanimously approved by the Planning Commission on 09/14/10 and will be submitted to the City Council in the near future.

**Façade Improvements**

- **Pacera's Corner** - Architectural work is underway by a private architect of the owner's choosing. Plans will be submitted for approval and submitted to City Council for loan authorization. The property owner will then undertake the work privately, with reimbursement from the City upon completion.
- **Grotbeck** (Desert Eye Care Center) - Architectural work is underway. Plans will be submitted for approval and taken to City Council for loan authorization.
- **Sidewinder** – Agreement to be executed. Soliciting an architect to prepare plans. Upon completion and acceptance by the property owner, the loan authorization will be submitted to City Council for approval and he (or the City) will undertake the work.

- **The Aqua Soleil Hotel** - Conceptual architectural work is generally completed. Developing a financial mechanism whereby the façade money, in combination with their contribution and the formation of a Community Facilities District (CFD), will finance the estimated $1.2 Million exterior remodel.

**Other**

- Prepared letter for Mayor's signature to the Governor expressing Council's opposition to his proposal to eliminate redevelopment agencies. Also sent letters to 220 vendors/contractors explaining the negative impacts of the Governor's proposal and requesting that they express their opposition as well (sample letter included for their use).
- **Rotary Park** – Attempting to locate an as-built of the improvements so that the Rotary Club can develop their scope of work in and around the current park improvements. Our role is simply to provide direction and authority and Rotary is bearing all costs to install fixtures and furnishings.
- **Art Donations**
  - **Brophy** – Will be submitted to the Community and Cultural Affairs Commission (CCAC) on 03/09/11, with staff in attendance to provide guidance on the proper processing of donated artwork, in accordance with the Art In Public Places Ordinance No. 518.
  - **Hitzke** – Will be submitted to the CCAC on 03/09/11 for discussion and recommendation for acceptance and placement location.
  - **Farzaneh** - Will be submitted to the CCAC on 03/09/11 for discussion and recommendation for acceptance and placement location.

## Police Department

**Administration**

- Held the second and third of eight classes for the 5th Community Police Academy.
- Chief Williams was Principal for a Day at the Desert Hot Springs Alternative Education Learning Center
- Recorded monthly cable television show.
- The Department of Justice (DOJ) audited our missing persons, guns and restraining orders files. The results were positive and will be formalized by DOJ in a letter to Chief Williams.
- Recorded a video for the Coachella Valley Boys & Girls Club of Desert Hot Springs.
- Participated in the following meetings:
  1) Coachella Valley Association of Governments (CVAG) Pre-Parolee Planning Steering Subcommittee
  2) Coachella Valley Chiefs
  3) Police Activities League Executive Board
  4) ERICA (Eastern Riverside County Interoperable Communications Authority) Technical Advisory Committee
  5) ERICA staff meeting
  6) College of the Desert Public Safety Academy Advisory Committee
  7) Desert Hot Springs Rotary Club
  8) Indio Police Department – Stagecoach preparation
  9) Riverside County Abandoned Vehicle Abatement (AVA) Service Authority

**Community Crime Prevention**

- Held Citizens on Patrol monthly meeting.

**Patrol**

- Over the past two weeks, handled 1552 incidents (calls for service/officer generated activities), including 36 misdemeanor arrests, 19 felony arrests, 113 traffic stops with 27 citations, 318 patrol checks (includes City parks and businesses) and 4 DUI arrests.

**Code Enforcement**

- Boarded-up a chronic problem property on Ocotillo and issued a citation for the board-up as well as a Notice of Violation for disruptive activities.
- Collected 251 tires at the 02/19/11 Tire Clean-Up Event.
- Boarded-up a burned structure on Pierson Blvd.
- Cleaned up two vacant lots with assistance of volunteers.
- Cleaned up Hacienda Vista.
- Demolished the old Shell gas station on Indian Canyon.
- Boarded-up a burned building on Pierson Blvd.